



**STATE OF DELAWARE DEPARTMENT
OF MILITARY AFFAIRS DELAWARE
ARMY NATIONAL GUARD
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502**



Announcement Number: 04-AR-16

Closing Date: 04 APR 16

Position Title/Unit: 1SG, 193rd, (RTI)

Location: Bethany Beach, DE

Military Grade Range: Minimum SFC/E7 - Maximum MSG/E8

Military Requirements: The position advertised is designated as Immaterial (00F5M). Selected individual must complete the Company Commander and First Sergeant Course (CCFSC) within 6 months of assuming 1SG duties.

Area of Consideration: All eligible and available members of the Delaware Army National Guard, in the grade of E8 or E7.

Category 1: Current MSG/E8 or 1SG/E8 nominees on the FY15 Leadership Assignment List.

Category 2: Current SFC/E7 nominees on the FY15 Leadership Assignment List.

Under the direction of the State CSM qualified nominees will be referred for interviews.

General Requirements:

1. Currently assigned E7 or E8 NCOs of the Delaware Army National Guard.
2. Graduate of Advanced NCO Course (ANCOC)/Senior Leader Course (SLC).
3. Not currently "Flagged from Favorable Personnel Actions" or "Barred from Reenlistment".
4. E8 AGR Soldiers must be assigned to an equal graded E8 full-time support position IAW NGB Policy Memo 11-028.

Summary of Duties: The position of First Sergeant designates the principal senior NCO at the unit/company level.

The First Sergeant will:

- (1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted Soldier matters to include duty assignments, promotions and reductions, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in, or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.

- (6) Assist the commander in performing the following training related tasks:
 - (a) Plan, conduct, evaluate, and assess unit training.
 - (b) Ensure that trainers train to a standard.
 - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 - (d) Plan and execute a battle-focused NCODP.
 - (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
 - (f) Coordinate school quotas.
- (7) Assist the commander with Unit Strength Maintenance tasks:
 - (a) Execute the unit strength management plan.
 - (b) Ensure 100% of all required retention interviews take place in a timely manner.
 - (c) Ensure an effective sponsorship program is implemented and maintained.
 - (d) Keep all Soldiers informed on the unit's plans and programs.
 - (e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.
 - (f) Advise the commander on actions and issues that affect strength maintenance.
 - (g) Develop, implement and maintain a program to contact Soldiers in the ING with the purpose of eventually bringing them back to an active status.
 - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
 - (i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.
 - (j) Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Other Unit Unique Considerations/Requirements: N/A

Nomination Instructions:

Apply by submitting a completed packet in accordance with checklist (see attached) of NGDE-TAG Policy#30.

Nominations may be submitted by e-mail, facsimile, postal mail, or hand-delivered to the Office of the G-1 to SGM Hines-Fairfax no later than 1600 hours on the closing date. Nominations received after the closing time will not be considered for the position. The use of official mail to forward employment nominations is prohibited. Nominations submitted using government postage will not be considered.

ARMY NATIONAL GUARD
CSM/1SG PACKET CHECKLIST

Name and Rank: _____

Home Phone Number: _____

Cell Phone Number: _____

Current Unit of Assignment: _____

	Yes	NA
Nominee will provide the following:		
Checklist		
Biographical Sketch		
Nominating Memorandum From Unit Commander (Not Letter of Recommendation)		
Nominee's Memorandum (Why I should be considered)		
<div style="display: flex; justify-content: space-between;"> <div>_____ Nominee Signature / Date</div> <div>_____ BN/BDE CSM Signature / Date</div> </div>		
G-1 Will provide the Following:		
Selection Board Enlisted Record Brief		
NBG Form 23 – Retirement Points Accounting Statement (RPAS)		
Individual Medical Readiness Record - MEDPROS		
DD Form 5500/5501 – Body Fat content Worksheet (If applicable)		
DA Form 2166-8 NCO Evaluation Report (Last Three (3) Years)		
RCAS APFT History Report (Minimum Three (3) Years)		
RCAS HT/WT History Report (Minimum Three (3) Years)		
DA Photograph in Army Service Uniform		
<div style="display: flex; justify-content: space-between;"> <div>_____ G-1 Representative Signature / Date</div> <div></div> </div>		
G-1 SGM Review: The application for this nominee has been reviewed for position # _____. This nominee DOES/DOES NOT meet the minimum requirements to be referred for an interview by the selection panel.	<div style="text-align: center;">_____ G-1 SGM Signature / Date</div>	